



NONPUBLIC AND HOME SCHOOL INFORMATION

August 2014

ATTENDANCE	2
NONPUBLIC SCHOOL DEFINITION	2
REPORTING	
Nonpublic School Membership Report	2
FUNDING	3
STATE REQUIREMENTS	
School Building, Construction and Fire Safety	3
Course of Study	4
Teacher Certification Requirement	4
Teacher Criminal History and Unprofessional Applicant Checks	5
Nonpublic School Personnel Report	5
Unprofessional Conduct	5
School Calendar	5
Kindergarten Enrollment	5
Child Care, Day Care or Before/After School Program Regulations	5
EDUCATIONAL PROGRAMS AND SERVICES	
Auxiliary Services	6
Special Education	6
Curriculum Materials	6
Enrollment in Public School Classes	7
Michigan Virtual School/Michigan LearnPort	7
GenNet-Online Learning	7
Participation in Dual Enrollment	8
Participation in Title I	8
Participation in Title II, Part A	8
Regional Educational Media Centers (REMC)	9
Child Nutrition Programs	9
Driver Education and Pupil Transportation	9
Athletics and Extracurricular Activities	9
Homebound/Hospitalized Services	10
STUDENT RECORDS	
Transfer of Grades and Credits	10
Nonpublic School Transcripts	10
Release of Student Records	10
Immunizations	10
MISCELLANEOUS	
Michigan Education Assessments	11
Accreditation	12
Discipline Policies	13
Work Permits	13
T.B. Testing	13
Playground Equipment	13
RESOURCES	
Department of Education and Other State Agencies	14

ATTENDANCE

The Michigan law governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child ages 6 to 16 to send the child to school during the entire school year [MCL 380.1561]. In 2010, the law was amended to increase the compulsory school attendance age from 16 to 18 for a child who turned 11 after December 1, 2009, or who entered grade 6 after 2009. However, the compulsory school attendance age would remain at 16 for children whose parents provided school officials with a written notice that their children had their permission to stop attending school. A child is not required to attend a public school in the following cases:

(3) (a) *The child is attending regularly and is being taught in a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the nonpublic school is located.*

(3) (f) *The child is being educated at the child's home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.*

(4) *For a child being educated at the child's home by his or her parent or legal guardian, exemption from the requirement to attend public school may exist under either subsection (3)(a) or (3)(f), or both.*

NONPUBLIC SCHOOL DEFINITION

A nonpublic school is defined under Section 2 of the *Private, Denominational and Parochial Schools Act*, PA 302 of 1921 [MCL 388.552].

A home school operating under Section 1561(3)(a) of the Revised School Code (MCL 380.1561) as described above is considered a nonpublic school if in compliance with the *Private, Denominational and Parochial Schools Act*, PA 302 of 1921. If a home school family chooses to operate under exemption (a), it reports to the Michigan Department of Education (MDE).

REPORTING

Nonpublic School Membership Report

The Nonpublic School Membership Report is an annual report used by MDE. Information requested on the form includes the number of students in each grade, teacher qualifications, and the course of study offered. Use of the form is authorized by section 5 of the *Nonpublic School Act*, and was approved by the Michigan Supreme Court in Sheridan Road Baptist Church v Department of Education, 426 Mich 462, 472, n 5; 396 NW2d 373 (1986) and Clonlara, Inc v State Board of Education, 442 Mich 230, 242, 501 NW2d 88 (1993).

The Nonpublic School Membership Report is available on www.michigan.gov/nonpublicschool in August with a September 30, 2014, due date. Nonpublic schools that are already registered must complete this form online through the Michigan Electronic Grants System Plus (MEGS+).

MDE posts the list of nonpublic schools that have completed the reporting process on www.michigan.gov/nonpublicschool under the Resources and Related Information Section. This list is used by intermediate and local public school districts to determine the nonpublic schools to be invited to participate in federal programs.

If a home school operates under exemption (f), it does not report to MDE. Additional information on exemption (f) can be found www.michigan.gov/nonpublicschool.

FUNDING

The Michigan Constitution under Article VIII, Section 2, prohibits public monies from being paid directly or indirectly to aid or maintain any private, denominational, or nonpublic school.

Federally funded programs may be available to nonpublic school students. Information may be obtained from the U.S. Department of Education, Office of Non-Public Education, 400 Maryland Avenue SW, Room 4W339, Washington, D.C. 20202-5940; phone (202) 401-1365; fax (202) 401-1368. In addition, information may be accessed through the Internet at <http://www.ed.gov/about/offices/list/oii/nonpublic/index.html>. Additional information for some federal programs is available through the Office of Field Services at MDE.

STATE REQUIREMENTS

School Building, Construction and Fire Safety

Prior to the construction, reconstruction, remodeling, or alteration of a school building, construction plans, prepared by a design professional licensed per 1980 Public Act 299, along with a Plan Review Application are required to be submitted to the following agencies for review:

Construction Code Requirements

Dept. of Licensing and Regulatory Affairs
Bureau of Construction Codes
Todd Cordill, Chief
Plan Review & Building Division
P.O. Box 30254
Lansing, MI 48909
(517) 241-9328

1999 School Fire Safety Rules

Dept. of Licensing and Regulatory Affairs
Bureau of Fire Services
Adam Krouse
Plan Review Division
P.O. Box 30700
Lansing, MI 48909
(517) 241-1044

Health and Safety Inspections

Contact your local county health department.

Background

On December 23, 2002, PA 628 was signed into law. This law amends the *School Building Act*, PA 306 of 1937 by requiring the inspection of all school building construction, as well as the review of any required construction documents under the *Stille-DeRossett-Hale Single State Construction Code Act* and the *Fire Prevention Code*, 1941 PA 207.

With the enactment of this revision, school construction projects involving the construction, addition, or alteration of any school building must be submitted to the Department of Licensing and Regulatory Affairs for required plan reviews, permits, and on-site inspections.

The Bureau of Construction Codes and Bureau of Fire Services located within the Department of Licensing and Regulatory Affairs has developed a single application and invoice system for the submission of required construction documents. A coordinated system for the inspection and granting of approvals, including the issuance of Certificates of Occupancy for completed construction, has also been developed. Ultimately, all school construction projects must meet both the construction standards under the *Stille-DeRossett-Hale Single State Construction Code Act*, which includes securing permits, inspections, and final approvals; as well as the 1999 School Fire Safety Rules under the *Fire Prevention Code*, which includes securing inspections and final approvals through the department's Bureau of Fire Services.

The Bureau of Construction Codes also provides for inspection by local code enforcement agencies where both the local school board and the local unit of government certify that the local enforcing agency has full-time plan review and inspection staff and are otherwise qualified to perform these duties in the review and inspection of school buildings.

Approval of Local Code Enforcement for Construction Code Requirements

If nonpublic schools elect to have school construction projects inspected by local building departments, both the nonpublic school and the unit of government(s) must complete, sign, and submit a Request for Delegation form to the Department of Licensing and Regulatory Affairs. In order for that delegation to be approved by the state, both the nonpublic school and the governing body of the governmental subdivision must certify to the Department of Licensing and Regulatory Affairs that full-time code officials, inspectors, and plan reviewers registered under PA 54 of 1986 will conduct plan reviews and inspections of buildings. This certification must be submitted and approved annually. Only those governmental jurisdictions documenting full time inspectors and plan reviewers to enforce the complete range of construction codes, including the building, electrical, mechanical, and plumbing codes, may qualify for delegation of school construction authority.

Absent approval of a completed Request for Delegation form from the nonpublic school and local building department, the State of Michigan, Bureau of Construction Codes has responsibility for construction code enforcement of school buildings within that unit of government. The Request for Delegation form may be obtained on the Bureau of Construction Codes website at www.michigan.gov/bcc. The Bureau of Fire Services, with regard to the 1999 School Fire Safety Rules, does not permit local code enforcement.

Licensing Laws and School Construction Projects

Licensed contractors and licensed tradespersons must perform work on school construction projects in accordance with state licensing laws including: *Electrical Administrative Act*, 1956 PA 217; *Forbes Mechanical Contractors Act*, 1984 PA 192; *State Plumbing Act*, 2002 PA 733; *Boiler Act*, 1965 PA 290; and the *Elevator Safety Act*, 1967 PA 227.

Plan Review Fees and Permit Fees

A plan review fee will be required with the submission of construction documents. Additionally, licensed contractors must obtain construction permits for school construction projects in accordance with the fee schedule established by the governmental authority having jurisdiction.

Local county health departments should be contacted for health and safety inspections.

Additional information may be obtained by visiting the Bureau of Construction Codes web site at www.michigan.gov/bcc and the Bureau of Fire Services website at www.michigan.gov/bfs.

Course of Study

Nonpublic schools shall provide curricula comparable to those provided in local school districts. This curricula includes mathematics, reading, English, science, social studies in all grades, and the Constitution of the United States, the Constitution of Michigan, and the history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan in high school.

The state does not require specific content in the basic courses. Nonpublic schools, however, may wish to use the Michigan content standards that have been developed for public schools in Michigan. These standards are available on the MDE webpage at http://www.michigan.gov/mde/0,4615,7-140-28753_64839_65510---,00.html. Contact the Curriculum and Instruction Unit at (517) 241-4285.

Teacher Certification Requirement

An individual may qualify to teach in Michigan nonpublic schools in one of three ways:

1. By obtaining a Michigan Teaching Certificate [MCL 388.553].
2. By obtaining a Substitute, Expert in Residence, Full-Year, 1233b or Emergency teaching permit.

3. By obtaining a bachelor's degree.

However, if a nonpublic school claims an objection to teacher certification based upon a sincerely held religious belief, the minimum education requirements for teachers are waived (*Syllabus of People v DeJonge* 442 Mich 266). Information regarding Michigan teacher certificates and permits can be found on <http://www.michigan.gov/teachercert>.

Teacher Criminal History and Unprofessional Applicant Checks

Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) for all regular and contract employees hired or assigned by public and nonpublic schools [MCL 380.1230 through MCL 380.1230h and MCL 380.1535a and MCL 380.1539b]. School personnel employed by the public or nonpublic school prior to January 1, 2006, were required to be fingerprinted and have a criminal history check not later than July 1, 2008. You may access additional information regarding the school safety legislation at http://www.michigan.gov/mde/0,4615,7-140-5683_14796---,00.html.

Nonpublic School Personnel Report

All nonpublic schools are required to submit specific information about all school employees in compliance with the School Safety Legislation effective January 1, 2006. The personnel data are entered into a secure web-based program, the Nonpublic School Personnel Report. The submission dates for the current school year are from September 1, 2014, through the deadline of December 1, 2014. You may access additional information at <http://www.michigan.gov/cepi/0,4546,7-113--147383--,00.html>.

Unprofessional Conduct

Michigan law requires a former or current employer to disclose to a prospective school employer any unprofessional conduct by the applicant [MCL 380.1230b]. A public or nonpublic school is prohibited from hiring an applicant who refuses to sign a document requesting this information.

School Calendar

In 1993, the Michigan Supreme Court in *Clonlara, Inc v State Board of Education* (442 Mich 252) ruled that the *Nonpublic School Act* did not require a nonpublic school to be in session for 180 days required for public schools. MDE recommends, however, that a nonpublic school develop a school year calendar comparable to the public school district where the nonpublic school is located. **Public** schools are required to provide a minimum of 175 days and 1,098 hours of pupil instruction [MCL 388.1701(3)] for the 2014-15 school year. Beginning in 2016-2017, the required minimum number of days of pupil instruction for public schools will be 180.

Kindergarten Enrollment

Previously, Michigan law stated that children are required to be five by December 1 to enter school. The law (MCL 380.1147) states that for the 2014-2015 school year, a child must be at least five years old as of October 1 in order to enroll in kindergarten. For the 2015-2016 school year, a child must be at least five years old as of September 1 in order to enroll in kindergarten. An exception to this requirement allows a child who will be at least 5 years of age by December 1 of the current school year to be enrolled if the child's parent or legal guardian has provided written notification of the enrollment to the school.

The kindergarten entry age requirement does not apply to nonpublic schools. Nonpublic schools may set their own enrollment policies and may choose different age cut off dates than public or charter schools. Please contact your local nonpublic school for a copy of their enrollment policies.

Child Care, Day Care or Before/After School Program Regulations

Programs involving the operation of child care, day care or before/after school programs are

licensed by Michigan's Bureau of Children and Adult Licensing. For further information, please contact Child Day Care Licensing, Department of Human Services, at (517) 335-6124, or toll free 1-866-685-0006.

EDUCATIONAL PROGRAMS AND SERVICES

Auxiliary Services

A nonpublic school may qualify for auxiliary services; federal Elementary and Secondary Education Act (ESEA) of 1965, Title I, Part A, and Title II, Part A; Regional Educational Media Center (REMC) services; and bus transportation services from public school districts. A nonpublic or home school must complete the Nonpublic School Membership Report on an annual basis to be eligible for auxiliary services.

Auxiliary services include health and nursing services and examinations, street crossing guard services, National Defense Education Act testing, speech and language services, social work services, school psychological services, teacher consultant services for students with disabilities, remedial reading, and other services determined by the Legislature.

Section 1296 of the Revised School Code (MCL 380.1296) provides that if particular services are provided to public school students in a school district, those services must also be made available to students attending nonpublic schools located within that district. A public school that provides auxiliary services to its resident students shall provide the same auxiliary services on an equal basis to students at nonpublic schools. In 1997, the U.S. Supreme Court ruled in Agostini v Felton (117 S Ct 1997) that intermediate and local school districts are permitted to provide auxiliary services on site for all nonpublic schools.

A public school is required to notify a nonpublic school within its district about the types of auxiliary services available to its students. Rule 340.293 of the Michigan Administrative Code Rules for Special Education states:

"A school district providing any of these auxiliary services shall notify in writing, no later than April 1 of each school year, each of the nonpublic schools within its district as to the nature and extent of such services as contained in its proposed budget. Within 30 days after receipt of such notice, nonpublic schools shall in writing notify the district as to the services that will be needed for nonpublic school children. A school district shall confirm in writing no later than August 1 of each school year to each of the nonpublic schools within its district the nature and extent of such services as contained in its final budget as adopted by the school district board of education. . ."

Special Education

To receive special education or a related service, the nonpublic school student must be determined eligible for special education services in accordance with the Individuals with Disabilities Education Act (IDEA) and the Michigan Administrative Rules for Special Education. To begin the process, the student should be referred for an evaluation through the Child Find process of the local school district in which that nonpublic school is located. The district then provides notice that it will or will not conduct the evaluation and requests consent to evaluate, if necessary. The district must conduct an evaluation, determine eligibility for special education and develop an IEP or service plan in accordance with the time lines outlined in the Michigan Administrative Rules for Special Education.

For further information about special education, contact the Office of Special Education, Department of Education, at 1-888-320-8384.

Curriculum Materials

Nonpublic schools and home school families may purchase the textbooks and the instructional materials they deem necessary.

Enrollment in Public School Classes

Nonpublic and home school students may enroll in nonessential elective classes at the resident public school (*Snyder v Charlotte Public Schools*, 421 Mich 517, 365 NW2d 151 (1984)) or public school academy. Students in home school families operating under exemption (f) may also enroll in nonessential elective classes at the resident public school or public school academy. In July 1997, the U.S. Supreme Court ruled in *Agostini v Felton* that public schools may provide shared time courses to nonpublic school students on nonpublic school premises using public school employees.

Courses that are considered essential to a pupil's curriculum (pursuant to the *Snyder v Charlotte* court case), and thus are *not eligible*, include mathematics, reading, English, social studies, science, writing, the Constitution of the United States, the Constitution of the State of Michigan, and the history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan. Courses that are NOT considered essential courses *are eligible*, including advanced placement level courses. Information on auxiliary services and special education services for nonpublic and home school students can be found under these sections on page six.

Michigan Virtual School (MVS)/Michigan LearnPort

The *Michigan Virtual School*® (MVS®) operates as one of the core divisions of the *Michigan Virtual University*® (MVU®), a private nonprofit corporation. MVS gives nonpublic schools and home school families the opportunity to have students take middle and high school courses online and access a robust online career development tool. Dozens of courses are available in a wide range of subjects and learning levels from general study to rigorous Advanced Placement. MVS also offers a wide range of summer school courses. As a result of Section 21f of the State School Aid Act, nonpublic school students can access non-core online courses at no cost if the nonpublic school has a shared time services agreement with a public school district. Find more information online at www.mivhs.org or email mvhs@mivu.org.

Michigan LearnPort® operates as one of the core divisions of MVU. *Michigan LearnPort* offers high-quality online professional development courses, tools and resources to Michigan's K-12 community. Courses are relevant to all core content areas, many carry recertification credits, and most are free of charge. Some courses are available for a nominal cost. *Michigan LearnPort* also offers over a thousand videos from the School Improvement Network of teachers demonstrating best practice strategies for instruction. Free collaboration spaces enable discussion within an entire school building, throughout a whole district, or across the state. Find more information online at www.learnport.org or email learnport@mivu.org.

In 2012, the Governor and Michigan Legislature passed legislation requiring MVU to establish a center for online learning research and innovation, and through this center, directed MVU to work on a variety of projects. The center, now formally known as the *Michigan Virtual Learning Research Institute*™ (MVLRI™), is a natural extension of the work of MVU. The core strategies of MVLRI are research, policy, innovation and networks. MVLRI also administers Michigan's Online Course Catalog (<https://micourses.org/>), which is populated with course titles and syllabi submitted by local school districts, intermediate school districts and the *Michigan Virtual School*. Course syllabi include information such as course descriptions, course outlines, price and more. Find more information online at www.mvlri.org or email mvlri@mivu.org.

GenNET Online Learning

GenNET Online Learning is a service offered by Genesee Intermediate School District for students throughout the State of Michigan to provide a wide range of [teacher-led courses](#) and [self-directed classroom tools](#) delivered over the Internet. This program provides enhanced learning opportunities for Michigan high school and middle school students. Barriers such as time, space, equality of opportunity, and lack of resources diminish when learning is moved online. Students,

parents, educators -- explore the website to take advantage of this exciting and dynamic learning experience at <http://gennetonline.geneseedsd.org/default.htm>.

Nonpublic schools and home school families have an opportunity to have students take middle and high school courses online. Home school students cannot go directly to the GenNET portal and sign up for classes, they must enroll in their local school district first. There is a charge for all of the courses offered through GenNET. If you have questions that are not answered on the GISD website, please send email to GenNETOnlineLearningSupport@geneseedsd.org.

Participation in Postsecondary Dual Enrollment

Students attending a state-approved nonpublic school are eligible to have certain postsecondary dual enrollment costs paid for by the State of Michigan. Nonpublic schools must report to MDE yearly for their students to be eligible.

Students must meet certain requirements found in the Postsecondary Enrollment Options Act, PA 160 of 1996 (MCL 388.511-388.524) and/or the Career and Technical Preparation Act, PA 258 of 2000 (MCL 388.1901-388.1913).

Nonpublic school students may arrange for postsecondary dual enrollment through a local district (if the student is also enrolled in shared time course), or directly through an eligible postsecondary institution.

In order for a home-schooled student to be eligible to have dual enrollment charges paid for by the State, the student must be enrolled in at least one class at a public or state-approved nonpublic school and have their dual enrollment processed through that school. Find more information at <http://www.michigan.gov/dualenrollment>.

Participation in Title I

Funding for services to nonpublic school students is based on the number of children who live in Title I school attendance areas and meet the eligibility requirement for free or reduced-price school meals. Nonpublic school students who live in Title I (20 USC §6320) school attendance areas, and are failing or at risk of failing to meet the student performance standards in the core academic curriculum, are eligible for Title I services provided by the public school district in which they live.

Each spring, public school districts contact nonpublic school administrators and initiate consultation regarding participation in the Title I program. The local districts will use the list posted on www.michigan.gov/nonpublicschool to determine which schools to contact. If the nonpublic school can provide low-income data and wishes its eligible students to participate, services are offered by the public school district. The 1997 U.S. Supreme Court ruling in Agostini v Felton (117 S Ct 1997) makes it possible to provide Title I services on the premises of religiously affiliated nonpublic schools.

Questions regarding Title I should be directed to the public school district(s) where students reside. Further information may be obtained from the Office of Field Services at (517) 373-3743.

Participation in Title II, Part A

Nonpublic school staff may participate in professional development activities through the Title II, Part A (Teacher and Principal Training and Recruiting) program. The program is accessed through the local school district in which the nonpublic school is located.

Local public school district officials are responsible for consulting with nonpublic school officials to plan the Title II, Part A services that best meet the identified needs of nonpublic school staff and students.

Nonpublic Title II, Part A plans are included with those of the public school district in a single

application. All materials and equipment acquired under the programs are purchased and owned by the public school district and loaned to the nonpublic school.

Questions regarding Title II, Part A should be directed to the public school district(s) where students reside. Further information may be obtained from the Office of Field Services at (517) 373-3743.

Regional Educational Media Centers (REMC)

A Regional Educational Media Center (REMC) provides a service that is available to nonpublic and home school students. The REMCs work cooperatively with one or more intermediate school districts for the improvement of instruction in Michigan's elementary and secondary schools. Many REMCs offer instructional materials including video, video disk, and computer software; cooperative purchasing of equipment, supplies and media; Internet access and support; production services; technological problem solving; training in the use of all types of equipment; training in the integration of media into instruction, media and technology consulting; and a distribution system. Additional services include inservice media; AV, video and computer equipment repair; desktop publishing, graphic design and layout; printing; video production, editing and duplication; professional library and online services; instructional television or building-based video collections; and satellite downlink services.

For additional information regarding REMCs, please contact your intermediate school district or visit their webpage at <http://www.remc.org>.

Child Nutrition Programs

National School Lunch Program (NSLP)

Nonpublic schools may be eligible for National School Lunch/School Breakfast Program reimbursement for breakfast and lunch. For information on how to initiate or expand a program, please contact the School Nutrition Programs office, Department of Education, at (517) 373-3347 or email MDE-SchoolNutrition@michigan.gov.

Child and Adult Care Food Program (CACFP)

Nonpublic schools may be eligible for Child and Adult Care Food Program reimbursement for after school snacks and suppers. If your non-public school is non-profit, it must have tax-exempt status under the Internal Revenue Code of 1986. For additional information regarding CACFP, contact the Child and Adult Care Food Program office, Department of Education, at (517) 373-7391 or email galbavit@michigan.gov.

Driver Education and Pupil Transportation

A nonpublic or home school student is eligible to enroll in a driver education program provided at the public school district where the student is a resident [MCL 257.811]. If a charge or enrollment fee is imposed, it shall be the same for all students who reside within the territory of the public school system [MCL 256.610]. The oversight of driver education programs in Michigan is the responsibility of the Department of State [2004 PA 70 and 71]. Information may be found on the Michigan Department of State, Driver Education website <http://www.michigan.gov/sos/>.

For information on school pupil transportation for nonpublic school students, please contact Ken Micklash in the Office of School Support Services at (517) 373-1806 or email micklashk@michigan.gov. Additional information may be found on MDE's website <http://michigan.gov/schoolbus>.

Athletics and Extracurricular Activities

The supervision and control of interscholastic athletics are the responsibility of each local board of education. Most local boards have adopted policies as proposed by the Michigan High School Athletic Association. Please contact the appropriate local school district or the Michigan High

School Athletic Association at (517) 332-5046 or access information at <http://www.mhsaa.com/>.

In order to participate in public school extracurricular activities, a student should be enrolled part-time in the public school.

Homebound/Hospitalized Services

If a student is enrolled part-time as a public school student and part-time as a nonpublic school student, then the public schools may have some responsibility to provide homebound/hospitalized instruction. The responsibility rests with the parent and the nonpublic school to maintain continuity with the student's nonpublic school instruction while that student is confined to the home or hospital. Parents should contact the local school district if a student is hospitalized or confined to the home during regular school hours for more than five school days [MCL 388.1709].

STUDENT RECORDS

There is no law that requires nonpublic schools or home schools to maintain student records. Parents are encouraged to maintain student records of progress throughout the year. These records will assist public or nonpublic school personnel with placement should the student enroll in a public school.

Transfer of Grades and Credits

The granting of credits and placement of students is solely determined by the receiving public or nonpublic school. Nonpublic schools and home school families are encouraged to determine what the public school policy is for grade placement and granting of credits should a student decide to return to the public system. If a student attends a nonpublic or home school and returns to a public school, the public school generally reevaluates the student for grade placement and the transfer of credit.

The issuance of report cards, transcripts, and diplomas are the responsibility of the nonpublic school and home school family (based on internal standards).

Nonpublic School Transcripts

The Michigan Department of Education does not collect or maintain copies of nonpublic school transcripts, records or diplomas.

If you are searching for nonpublic school records, please contact the church, diocese, or synod that was affiliated with the nonpublic school; a staff person that may have been employed at the school; or the intermediate school district the nonpublic school was located in.

Release of Student Records

The collection of tuition and the provision of student records are a matter of contract between the school and the parent. A nonpublic school may have the right under the contract to withhold student records. Involved parties may contact their legal counsel to determine responsibilities.

Immunizations

Since 1978, Michigan law requires that each student, upon entry into kindergarten or into a new school district involving grades 1-12, possess a certificate of immunization at the time of registration or no later than the first day of school. *Public Act 120, 121, and 122 of 2013* mandates that an immunization assessment be completed for each 7th grade student. Please note that beginning, January 1, 2014, the reporting requirement was changed from 6th grade to 7th grade. The above laws (which amend the *Revised School Code*, the *Public Health Code*, and the *State School Aid Act*) were implemented to ensure that children are adequately immunized against vaccine preventable disease prior to achieving adolescence. Immunization prior to adolescence is critical, as some of these diseases become an even greater threat to health upon reaching adolescence.

Prior to a child entering or attending school, parents or guardians are required to produce documentation confirming that the child has received all required immunizations or, as an alternative, has received at least one dose of each of the required immunizations and is awaiting receipt of subsequent doses to be administered at appropriate intervals. A school must report to the local health department on the status of immunizations for all new entrants and all 7th grade children by November 1 and February 1 of each school year. In most cases, the school will report immunizations to the local health department using the MCIR/SIRS (Michigan Care Improvement Registry/School Immunization Recordkeeping System) program.

There are also three circumstances in which a required vaccine may be waived or delayed:

1. A medical contraindication form **is required to be completed and signed by the child's physician** and shall state the contraindication(s), the vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s).
2. The parents or guardian, who holds religious or philosophical beliefs which preclude receipt of a vaccination(s), must sign and complete an *immunization reporting waiver form*. **Acceptance is based on local health department immunization waiver policies and may differ by county.** *Immunization reporting waiver forms not completed correctly will be denied. A new immunization reporting waiver form must be presented each year the child's immunization status is reported..*
3. The child has received at least one dose of required vaccine(s) and the next dose or doses are not yet due.

A child who fails to meet immunization requirements shall not be admitted to school.

Section 380.1177 of the *Michigan Public Health Code* requires the Michigan Department of Education (MDE) in cooperation with Michigan Department of Community Health (MDCH) to develop information for Michigan schools to address notification to families with children enrolled in grades 6, 9, and 12 about the risk and prevention of the diseases meningococcal meningitis and Human Papillomavirus (HPV). Local school notification includes information regarding symptoms of the diseases, how they are spread, where to obtain additional information about risk factors, risks associated with vaccination against these diseases, and where to obtain the vaccines. On-line access to these notification materials is available at www.michigan.gov/immunize and www.michigan.gov/mde.

The school immunization rules for the 2014-15 school year can be found at http://www.michigan.gov/mdch/0,1607,7-132-2942_4911_4914-150235--,00.html.

Questions regarding immunization requirements or requests for additional copies of informational materials should be directed to your local health department. For more information, contact the local health department, the School Health Unit in the Department of Education at (517) 373-1122, or the Department of Community Health at (517) 335-8159.

MISCELLANEOUS

State Education Assessments

Elementary and Middle School

The 2014-15 and 2015-16 school years will bring substantial change in state required summative assessments. In June of 2014, legislation was passed requiring the Michigan Department of Education (MDE) to develop a new summative assessment that will replace the Michigan Educational Assessment Program (MEAP) for use in the Spring of 2015.

This new assessment will be aligned to Michigan standards, administered in the spring, and will

measure current year versus past year student knowledge. English language arts and mathematics will be assessed in grades 3 through 8. Science will now be assessed in grades 4 and 7, and social studies in grades 5 and 8. These assessments will be administered for one year online, with a paper and pencil option for schools not technology-ready.

The legislation also requires the department issue a Request for Proposal by September 1, 2014 for a new summative assessment system to begin in the 2015-16 school year.

- **Nonpublic school students**

All nonpublic schools can elect to administer the new assessments to their students during the assessment windows identified by the Michigan Department of Education. Assessment windows have been placed on the MDE Student Assessment home page at <http://mi.gov/mde/0,4615,7-140-22709---,00.html>

All non-publics will receive a notification outlining the steps they must take if they choose to administer an assessment. Assessment materials will then be supplied to the school. Pre-identifying eligible students and material ordering deadlines are strictly enforced.

- **Home school students**

Home school students also have the opportunity to take the assessments. To do so, the home school student should contact the school district in which the student resides to make arrangements. The student's scores will be reported back separately to the school where they were assessed. The school is responsible for disseminating the individual results to the home school student. Home school student scores are not included in the aggregate results for the public school or district.

High School

Public high school juniors and eligible seniors will continue to be assessed during the spring in English language arts, mathematics, science and social studies. A free college entrance exam and work skills assessment will continue to be part of the state assessment.

- **Nonpublic school students**

As in the past, all nonpublic schools will have the ability to offer this assessment to its own students.

Additional guidance will be sent to nonpublic schools this fall.

- **Home school students**

Home school students will continue to have the opportunity to take this assessment. To do so, the home school student should contact the school district in which the student resides this fall to make arrangements. The student's scores will be reported back separately to the school where they were assessed.

The school is responsible for disseminating the individual results to the home school student. Home school student scores are not included in the aggregate results for the public school or district.

Accreditation

Nonpublic schools may choose, but are not required, to participate in either of the following accreditation programs:

Michigan Nonpublic School Accreditation Association
510 S. Capitol Avenue
Lansing, Michigan 48933
(517) 372-9315

North Central Association
826 Municipal Way
Lansing, Michigan 48917
(866) 642-4622

Discipline Policies

In general, state law does not address disciplinary procedures in nonpublic schools. Michigan law prohibits the use of corporal punishment in a public school [MCL 380.1312]. In addition, Michigan law requires a public school to permanently expel a student who possesses a dangerous weapon, commits arson or criminal sexual conduct, commits physical assault against an employee or a volunteer at a public school, or issues a bomb threat or other similar threat [MCL 380.1311 and MCL 380.1311a].

Work Permits

The *Youth Employment Standards Act* at MCL 409.104 states:

"...a minor shall not be employed in an occupation regulated by this act until the person proposing to employ the minor procures from the minor and keeps on file at the place of employment a copy of the work permit or a temporary permit. The work permit shall be issued by the issuing officer of the school district, intermediate school district, public school academy, or nonpublic school at which the minor is enrolled, and a copy of the work permit shall be placed in the minor's permanent school file for as long as the minor is employed. A temporary permit shall be valid for 10 days from the date of issue. A work permit may be issued by the school district in which the minor's place of employment is located, or by the public school academy or nonpublic school nearest that place of employment."

Minors seeking employment who are home schooled shall be issued a work permit by the issuing officer of the school district, intermediate school district, public school academy, or nonpublic school in which the minor's residence or prospective employer is located. The minor must present a signed, written statement from the parent or guardian, as the instructor of record, indicating how many hours per week the student is being home schooled. The issuing officer will review the parent/guardian statement and issue the work permit with those hours reflected. The issuing officer will attach the parent/guardian statement to the work permit and keep a copy of the statement with their copy of the work permit filed at the school.

For additional information, contact Tara Bride, Office of Career and Technical Education, Department of Education, at (517) 335-6041 or email bridet@michigan.gov.

T.B. Testing

Teachers are not required by the state to have regular tests for tuberculosis. However, school systems, public or nonpublic, may require regular T.B. testing of employees.

Playground Equipment

The *Playground Equipment Safety Act*, 1997 PA 16, establishes requirements for the manufacture and assembly of public playground equipment. Free tools to help evaluate play spaces include: *Public Playground Safety Handbook* (U.S. Consumer Product Safety Commission, Bethesda, Maryland 20814), *Parent Checklist: How Safe is Your Local Playground?* (CFA Playground Checklist, P.O. Box 12099, Washington, D.C. 20005-0999, include a self-addressed stamped envelope), and *National Action Plan for the Prevention of Playground Injuries* (National Program for Playground Safety, University of Northern Iowa, Cedar Falls, Iowa 50614-0618).

Michigan Department of Education
Nonpublic and Home School Office
P.O. Box 30008
Lansing, Michigan 48909
<http://www.michigan.gov/nonpublicschool>
Phone: (517) 373-1833
Email Address: nonpublicschools@michigan.gov

Department of Education Resource Phone Numbers

Academically Talented	(517) 241-0439
Child Nutrition Programs	(517) 373-3347
Curriculum and Instruction	(517) 241-4285
Dual Enrollment	(517) 241-0439
Michigan Education Assessments	(877) 560-8378
National School Lunch/School Breakfast Program	(517) 373-3347
Pupil Transportation	(517) 373-1806
Special Education	(888) 320-8384
Title I, Part A; Title II, Part A	(517) 373-3743

Information about Department of Education programs is accessible through the Internet at <http://www.michigan.gov/mde>.

Programs Available Through Other State and Federal Agencies

Bureau of Construction Codes Plan Review Division	Department of Licensing and Regulatory Affairs Todd Cordill (517) 241-9328
Bureau of Fire Services Plan Review Division	Department of Licensing and Regulatory Affairs Adam Krouse (517) 241-1044
Child Day Care Licensing	Department of Human Services (517) 335-6124 or (866) 685-0006
Driver Education	Department of State (517) 241-6850
Michigan Student Financial Aid Programs	Department of Treasury, Office of Scholarships and Grants (888) 447-2687 Email Address: OSG@Michigan.gov
Nonpublic School Personnel Report	Center for Educational Performance & Information Customer Support (517) 335-0505, option 3
Office of Non-Public Education	U.S. Department of Education (202) 401-1365 Email Address: OIINon-PublicEducation@ed.gov